

Name _____

1. _____ I wrote a significant title.
2. _____ I did not underline, bold, or italicize the title of my paper (except titles to books)
3. _____ I used quotes around poems and short stories; I underlined novels.
4. _____ I double spaced the typed text, 12 pt., Times New Roman
5. _____ I used black ink typed
6. _____ I alphabetized the works cited & checked spacing
7. _____ I used the correct MLA heading
8. _____ eliminated all use and forms of “I, you, me, we, us, our”
9. _____ start no sentences with “There” or “it”
10. _____ avoid “thing, would, should, could, may, might”
11. _____ I checked my spelling for every word (characters & authors)
12. _____ Every pronoun I used has a correct antecedent
13. _____ I eliminated sentence fragments, comma splices, and run-on sentences (check semicolons)
14. _____ I have used transitions
15. _____ omitted clichés, slang, and colloquial language. Also, avoid
All contractions!! Write out have not, cannot, etc. Substitute many, much, or a great
deal for a lot; a group or people for a bunch of people; children for kids; and so forth.
16. _____ used no abbreviations or contractions
17. _____ I used Concrete Detail (quotations) for my commentary
18. _____ I referred to author and title of the literature selection in opening paragraph
19. _____ use Literary Present Tense for verb forms (when writing about the examples from the
literature you use present tense verb forms)
20. _____ Eliminate all Being Verbs, used Active Voice
21. _____ I did not end or begin a paragraph with a quote...instead I started every paragraph with my
own sentences
22. _____ proofread final copy for errors
23. _____ Used Lead ins for every Quote & parenthetical documentation. I checked proper
punctuation for lead-ins
24. _____ slang, clichés, or casual language? For example:
it, a lot of, stuff, like, pretty good/ sure, weird, guys, kids, things, get/ got/ getting,

big, hate, hanging out, just, nowadays, anyways, okay, nice, wrecks, there is/ are

25. _____ Did you make self-conscious references to your own paper? Do NOT do this:

- “In the following paragraphs, it will be shown ...”
- “As has been shown above ...”

DUE MONDAY!!!!